

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department Administrative Services Bureau is seeking a well-qualified individual to fill the position of Secretary II.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Secretary II** are invited to submit their resume with cover letter, copies of their last (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Daniel Aceves
Administrative Services Bureau
9150 East Imperial Highway
Downey, CA 90242
Phone: (626) 260-7277

Please email documents to:
Daniel.Aceves@probation.lacounty.gov with the subject line **"Secretary II."**

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Strong verbal and written communication skills.
- Excellent interpersonal skills and demonstrated ability to interact effectively with all levels of staff.
- Dependable and resourceful; ability to prioritize tasks.
- Proficient in the operation of Microsoft Word, Excel, Outlook, and eHR.
- Strong organizational skills and ability to work independently to produce an accurate and thorough work product.

Duties

- Handles the day to day operations of the Risk Management Director's office.

- Receives daily absence reports from the various Risk Management sections; updates the inter-office attendance summary at the conclusion of the week for the unit's monthly report.
- Makes appointments and arranges conferences and meetings for the Director.
- Prepares memos and report for Executive Leadership, Bureau Chiefs, Superintendents, Assistant Superintendent, Directors, Supervisors, Staff, The Chief Executive Office, The Board of Supervisors, etc.
- Organizes Director's schedule and ensures the Director is prompted and aware of scheduled meetings and activities.
- Maintains information relative to audits, investigations, statistics, Special Incident Reports, Physical Intervention Reports and other reports as needed.
- Orders supplies for the Director's office.
- Ensures all Risk Management staff are notified and compliant of departmental events and requirements including sign-offs.

**Vacancy
Information**

This transfer opportunity is located at 9150 East Imperial Highway, Downey, California 90242.

THIS IS NOT A CIVIL SERVICES EXAMINATION.

Available Shift

Day

Contact Name

Daniel Aceves

Contact Phone

(626) 260-7277

Contact Email

Daniel.Aceves@probation.lacounty.gov

Job Field

Secretarial

Job Type

Administrative Support

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